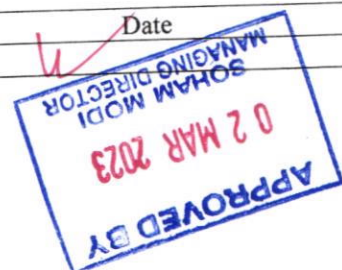


Form for closure of purchase order

Data required from site/engineers:						
PO no.:	87333	PO date:	12/4/22	Req. no.:	1674788	Advice Scan ID
MRN nos. related to PO						
☐	Part material received.					
☐	Full material received.					
☐	Material not received.					
☐	Close PO – Balance material will be re-ordered by new requisition.					
☒	Cancel PO. Material not required.					
☐	Cancel PO. Material will be re-ordered by new requisition.					
☐	Keep PO open. Material required.					
☐	Keep PO open. Work under progress.					
Remarks by engineer: close po.						
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery 1 PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.						
Prepared by	Sign	Date	Project manager	Sign	Date	
S. Nagamaw	A	9/2/23	T. Madhu	Muffy	9/2/23	
Data required from accounts:						
☐	Checked with E&D for receipt of bills.					
☒	Bills not received against this PO.					
☐	Part bill received against this PO.			Bill nos.		
☐	All bills received against this PO.					
☐	Advance paid against this PO.			Amount paid		
Remarks by Accountants:						
Bills not received against this PO						
Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.						
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date	
J. Hanipriya	J. Hanipriya	17/02/23				
Advice by MD - action to be taken by purchase:						
☐	Get certified bill from supplier (not original).					
☐	Prepare bill in SLLP for material supplied.					
☐	Get proof of delivery from site.					
☐	Barcoded PO missing – get certified copy from Accounts.					
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.					
☒	Close PO			☐	Keep PO open. Material awaited	
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.					
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.					
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.					
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.					
☐	E&D to check receipt of bill and enter comments below.					
☐	Details of material supplied and balance material to be supplied is required.					
Remarks:						
Prepared by		Sign		Date		

Cancel PO!



Purchase Order

Page(s) 1 Of 1

14-04-2022 2:59:32 PM



87333

04.04.22 1:33:43

From Company : **G V Reserch Centers Pvt Ltd**

5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5

G S T No. : 36AAHCG4562D1ZP

Supplier Details

Legend Elevations

3-5-967,Narayanguda,Hyderabad.

GSTIN 36AIKPG0292L2Z1

9246101075

Doc No

87333

164788

Doc Date

12-04-2022

Quote No

NIL

Quote Date

30-03-2022

SupplyType

Supply

Kind Attn : Mr.Ravi Kiran

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6074 - Miscellaneous - SS Name Plates - other - Sq.inches Steel sign board-Gents toilet-1' x 2"-1No	24.00	12.00	0.00	2.00	293.76
2 6074 - Miscellaneous - SS Name Plates - other - Sq.inches Steel sign board-Ladies toilet-1' x 2"-1No	24.00	12.00	0.00	2.00	293.76
3 6074 - Miscellaneous - SS Name Plates - other - Sq.inches Steel sign board-Wash Areat-1' x 2"-1No	24.00	12.00	0.00	2.00	293.76
Total Order Value . . .					881.28

Rupees : Eight Hundred Eighty One and Paise Twenty Eight Only.

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** GST included in above price.**Delivery Date** Within 7 days**Delivery Location** Innopolis

Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana

Phone. Nagamani(Engineer) - 7981951035

Penalty For Delay Nil**Transportation** Included in the above price.**Warranty** 5 years warranty on finish.**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications.Above order for Staff toilets use purpose.**Completion Date** Nil**Measurment** Nil**Security** NIL**Remarks** Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by emailFor **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For **Legend Elevations**

Date : _/_/_

Company Name:		G V Research Centre		Date:		30.03.2022	
Site & Phase:		Innopolis		Time:		10:00	
Supplier				Req. No.		164788	
Material required before date:		31.03.2022		ID No.		75487	
No	Description	Size	Quantity	Unit	Inward No	Date	
1.	Steel Sign Boards (Gents)	1'x2''	01	No's			
2.	Steel Sign Boards (Ladies)	1'x2''	01	No's			
3.	Wash area	1'x2''	01	No's			
4.							
5.							
6.							
Remarks: Towards staff toilets purpose.							
Prepared By		K.Praveen		Approved by		T.Madhu	
Sign. & Date		30.03.2022		Sign. & Date		30.03.2022	

